

PeopleSoft Information Sheet

What is PeopleSoft? PeopleSoft is the payroll system that UWSP employees use to self-record their hours after each shift.

Where can I find this timesheet? PeopleSoft can be accessed through the My UW System page (www.hrs.wisconsin.edu) or through MyPoint.

How do I round my hours for my timesheet? All hours are rounded to the nearest 15-minute increment. If you work 1-10 minutes over your scheduled shift, the end time remains the same. If you work 11+ minutes over your scheduled shift, the end time is rounded to the nearest 15-minute increment. Student managers must record on the absence trackers if any student employee works any time over their regularly-scheduled shift.

What happens if I work in multiple locations? Enter all hours worked into the correct timesheet. If you only work in one DSC location (i.e. Lower @ Allen, DUC Food Court, Homegrown Café, Food for Thought Café, Common Ground Café, and Catering), you will be directed straight to your timesheet when you log on to PeopleSoft.

What is a time bomb? A time bomb looks like an exploding alarm clock, and it occurs when something is incorrectly entered in your timesheet. Common errors include:

- Shifts entered into the wrong columns. The start time should be entered in the first "in" column, and the end time should be entered in the last "out" column.
- AM and PM times must be correctly recorded.
- After you fix a time-bomb issue, the time bomb will remain on your timesheet for 4-8 hours after you fix the error.

Can I pre-enter my hours? NO! Please do not pre-enter your hours because this often leads to inaccurate entries. Dining Human Resources staff will delete ALL hours that are pre-entered and you will receive disciplinary action.

When do I use a Temporary Timesheet? Temporary timesheets are used for two reasons: 1) for employees who do not have access to PeopleSoft by the payroll deadline and 2) for employees who forget to enter their hours by the payroll deadline. Three unexcused temporary timesheets turned in during a semester will result in termination. Temporary timesheets can be picked up outside of DUC 240. Submission of a temporary timesheet will delay all paychecks.

How to access PeopleSoft:

1. MyPoint
2. Finances Tab
 - On right side of screen under *Student Jobs and Opportunities* select **My UW System (Earning Leave and Benefit Statements)**.
 - Select *University of Wisconsin –Stevens Point*
 - It will prompt you to log in (same as your UWSP login).
3. You are now in the My UW System
 - One left side of the screen, scroll down to *Time and Absence*, click on *Timesheet*.
 - It will prompt you to log in again.
4. You are now in your timesheet(s)
 - If you work in one location: you will be directed to your timesheet.
 - If you work in more than one location: select the appropriate timecard (job/location) to enter hours.
 - Hours need to be entered under the correct location they were worked
 - **If you do not have the correct timesheets, please let a SHRM know right away!**

Recording your hours:

- **Hours need to be entered DAILY!**
- Hours should be in the format of 0:00AM/0:00PM
- NO PRE-ENTERING hours! Enter hours after every shift.

If you work 1 shift in a day, remember FIRST IN, LAST OUT.

- Enter your start time in the first "in" column, and your end time in the last "out" column.

If you work 2+ shifts in a day:

- Enter your first shift start time in the first "in" and first end time in the first "out". Enter your second-shift start time in the second "in" and second-shift end in second "out."

After you enter your hours, hit "SUBMIT" at the bottom of the page to save your submissions.

See below for examples of how to enter your hours!

Correct entry for one shift (11/2) and two shifts in one day (11/3):

	Day	Date	Status	In	Out	In	Out
🗨	Sun	11/1	New				
🗨	Mon	11/2	New	9am			11am
🗨	Tue	11/3	New	7am	10am	3pm	5pm

Correct entry for a midnight shift:

	Day	Date	Status	In	Out	In	Out
🗨	Sun	11/1	New				
🗨	Mon	11/2	New				
🗨	Tue	11/3	New				
🗨	Wed	11/4	New	8pm			11:59:59pm

Correct entry for working past midnight:

	Day	Date	Status	In	Out	In	Out
🗨	Sun	11/1	New				
🗨	Mon	11/2	New				
🗨	Tue	11/3	New				
🗨	Wed	11/4	New	8pm			11:59:59pm
🗨	Thu	11/5	New	12am			12:15am

Additional Information Concerning PeopleSoft:

It is the employee's responsibility to accurately enter all hours worked into the appropriate timecards. Hours must be recorded on a **daily** basis. Student employees cannot work more than 25 hours per week during the academic year. International students cannot work more than 20 hours per week during the academic year.

PLEASE DO NOT HESITATE TO CONTACT A SHRM WITH ANY QUESTIONS!

Training Officer - Laura Force
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On boarding SHRM
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DUC 240
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DIRECT DEPOSIT INFORMATION

All student employees must sign up for direct deposit. To sign up for direct deposit, log on to your MyPoint account and access the **Sign Up/View Direct Deposit of Student Payroll Earnings** tab under the Student Jobs & Opportunities tab. Please do this as soon as possible to prevent a delay in the processing of any paychecks. If the employee does not have direct deposit set up for the current pay period, paychecks will be available in the Bursar's Office (room 007, Student Services Building).